

Town of Los Gatos
Building Division

110 E. Main St., Los Gatos, CA 95030
(408) 354-6881 OR (408) 399-5711
www.losgatosca.gov

**New
Residential
Submittal Requirements**

In order to process and expedite your request for a building permit, **please submit the items listed below and include this completed checklist in your submittal**. Please ask the Counter Technicians if you have any questions. **A plan check fee will be required at submittal.**

Four (4) complete stapled (down the left side) sets of drawings 24" x 36" minimum size (larger [up to 30"x36"] will incur \$50 oversize plans charge) shall include:

1. General

- ☐ **Planning Department Conditions of Approval & accompanying letter must be permanently affixed (i.e., copied) onto the first sheet (contact your project planner to obtain a copy).**
- ☐ **A Compliance Memorandum shall be prepared and submitted with the building permit application detailing how the Conditions of Approval will be addressed.**
- ☐ *Blueprint For A Clean Bay* sheet must be the second page (available at the Building Counter for a fee of \$2 or at San Jose Blue Print).
- ☐ Wet signature on all documents by design professional(s).
- ☐ Name, title, registration number, address, and telephone number of applicable design professional(s).
- ☐ Cover sheet information. 2001 California Code cycle, scope of work, construction type, occupancy class, lot size, FAR, linear footage of new retaining wall(s), etc.
- ☐ **Grading Plans and Site Improvement Plans must be submitted under a separate package directly to the Engineering/Public Works Department at 41 Miles Ave.** Contact them at (408) 395-3460 for submittal requirements and fees.

2. Architectural

- ☐ Plot/Site Plan. Location of the proposed building and all other structures (i.e. retaining walls, detached garage) on the lot. Show North arrow, all front, side, and rear setback distances, and distances between buildings and easements.
- ☐ Floor Plan. Provide a dimensioned floor plan that indicates the use of each room.
- ☐ Elevations. Exterior elevations showing the proposed work.
- ☐ Cross Sections. A minimum of two detailed cross sections are required.
- ☐ Details and Notes. Provide and include the applicable construction details and notes.

3. Structural

- ☐ Foundation Plan
- ☐ Floor Framing Plan(s)
- ☐ Wall Framing Detail(s)
- ☐ Roof Framing Plan(s) including truss layouts & calculations
- ☐ Cross Sections
- ☐ Braced wall or shear wall panel locations
- ☐ Details and Notes

4. Electrical, Mechanical, and Plumbing

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- ☐ **Electrical.** Show the location of the electrical service, panels, switches, lights, and receptacles. Provide calculations for services over 200 amps showing the size of the electrical service.
- ☐ **Mechanical.** Show the location of furnace, air conditioner, bathroom exhaust fans, kitchen hoods, venting, etc.
- ☐ **Plumbing.** Show the proposed locations of water, sewer or septic lines, plumbing appliances and fixtures on the plans.

5. Documentation

- ☐ Soils Report. Provide two (2) copies of wet signed and stamped soils reports.
- ☐ Structural Calculations. Provide two (2) sets of wet signed and stamped calculations.
- ☐ T-24 Energy Report. Provide two (2) sets of wet signed reports. **Note: The CF-1R and MF-1R forms must be blue-lined on the plans.**

6. Other documentation that may be necessary, but not required to submit

- ☐ Truss Calculations. Provide two (2) sets of wet signed and stamped calculations.
- ☐ Special Inspection form. Form is available online or at the Building Service Counter. It must be **completely filled out and signed by person/agency who will be performing the inspection prior to permit issuance**. A separate form is required for each inspection if performed by separate inspectors.
- ☐ Santa Clara Valley Water District Permit. Required if you are doing construction within 50ft of a natural water course. Contact SCVWD at (408) 265-2600 x2253 for more information.

Notes:

- If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.
- Permits can only be issued to a Homeowner or a Licensed California Contractor.
- No materials or containers (including debris boxes) are allowed to be stored in the public-right-of-way without first obtaining a permit to do so from the Engineering Division of the Public Works Department. Call (408) 399-5771 for requirements and fees

Signature:

I have read the above information and have submitted all the required information.

Signature: _____ Date: _____